

DEPUTY DIRECTOR

CLASSIFICATION DEFINITION

Under executive direction, the Deputy Director plans, organizes, and directs multiple programs of a social service agency through subordinate managers; acts in the director's absence; and performs related work as required.

The Deputy Director classification is responsible for all, or substantially all, public assistance programs in a social service agency where the organizational structure requires two or more subordinate levels of supervision. Some positions may also have responsibility for administrative services.

The Deputy Director class differs from the next lower class of Program Manager II in that the latter is responsible for one major program in a social services department, not multiple major programs, as is the Deputy Director.

SUPERVISION EXERCISED AND RECEIVED

Incumbents in the Deputy Director classification receive direction from the Department Director. The Deputy Director manages and supervises the work of subordinate managers and supervisors.

TYPICAL DUTIES

Duties may include, but are not limited to, the following:

- Provides management and supervision of all, or a majority of, eligibility, employment, and/or social service programs.
- Develops and reviews departmental policies and procedures.
- Coordinates the operation of central and district offices to promote maximum efficiency.
- Confers with the county director of social services, supervisory, and administrative personnel regarding policies, procedures, personnel matters, staff development, fiscal, and other matters.
- Assigns and reviews work.
- Reviews and responds to correspondence.
- Conducts staff meetings.
- Completes employee performance evaluation.

- Prepares budget information and represents the department at various meetings.
- Acts for the director in all matters to which assigned.
- May have additional responsibilities for administrative service units.

EMPLOYMENT STANDARDS

Knowledge of:

- Federal, state and local social services programs and supporting legislation.
- Principles and practices of supervision and personnel management.
- Budget preparation and fiscal management and the needs of a large agency in these areas.
- The principles of public funding.
- Employee development goals and practices.
- Public relations methods.
- Community needs and resources.

Ability to:

- Plan, organize, and direct the work of a large staff.
- Analyze situations accurately and adopt an effective course of action.
- Maintain effective internal communications within the department.
- Make oral and written presentations clearly and concisely.
- Enlist the cooperation of, and work effectively with, community organizations, governmental agencies, and others.
- Maintain a good working relationship with the county board of supervisors.
- Establish goals and objectives and follow through on their attainment.

MINIMUM QUALIFICATIONS (Education and/or Experience)

EITHER

One (1) year of full-time experience performing duties comparable to a Program Manager II

OR

Two (2) years of full-time experience performing duties comparable to a Program Manager I

OR

A Bachelor's Degree (additional qualifying experience may be substituted for the required education on a year-for-year basis) **AND** four (4) years of full-time experience above the trainee level in social service, eligibility, or administration of staff services work in areas such as accounting, auditing, budgeting, administrative analysis, or personnel, including two years in a full-time supervisory position.

DRIVER LICENSE REQUIREMENT:

Some positions in this classification may require possession of a valid California driver's License. Employees who drive on County business to carry out job-related duties must possess a valid California driver's license for the class of vehicle driven and meet automobile insurability requirements of the County. Eligibility for employment for those who do not meet this requirement due to disability will be reviewed on a case-by-case basis by the appointing authority.